

## **SUPERVISING CLINICAL LABORATORY SCIENTIST**

### **DEFINITION:**

Under general direction, to supervise the activities of a specialized section in a clinical or public health laboratory, and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

The Supervising Clinical Laboratory Scientist reports directly to the Assistant Chief and/or Chief, Public Health Laboratory in the Health and Human Services Agency (HHSA). The incumbent is responsible for the supervision of an entire laboratory section including the Senior Clinical Laboratory Scientists, Clinical Laboratory Scientists, Laboratory Assistants, Aides and Student Workers. This class is distinguished from the next higher class Assistant Chief, Public Health Laboratory in that the latter assists in the administration of the laboratory, supervises the activities of the professional and technical personnel and has overall responsibility for the functioning of the laboratory in the absence of the Chief, Public Health Laboratory.

### **EXAMPLES OF DUTIES:**

Supervises and trains a staff of clinical laboratory scientists and assistants in routine laboratory procedures and computer entry of laboratory data; performs a wide variety of specialized and routine clinical laboratory analyses including hematology, urinalysis, clinical chemistry, and toxicology; reviews test results for accuracy and clarity prior to their distribution; discusses test results with physicians and others as needed; is responsible for quality control; performs or is responsible for preventive maintenance and repairs or analytical instruments; prepares technical procedure manuals, computerized reports, and workload analyses; assists in the preparation of the laboratory budget; is responsible for daily review of all computer data entry and output, and performs other duties as needed.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Principles and practices of effective supervision and training.
- Principles and practices of clinical laboratory test procedures.
- Procedures and methods to perform a wide variety of specialized and routine clinical laboratory analyses including hematology, urinalysis, clinical chemistry and toxicology.
- Procedures and methods to analyze and interpret both routine tests and quality control results.

#### **General Knowledge of:**

- The General Management System in principle and in practice.

#### **Skills and Abilities to:**

- Perform preventive maintenance and repair of analytical instruments such as: hematology analyzers; chemistry analyzers; urine dip stick readers; microscopes; gas chromatography equipment; and atomic absorption

- spectrophotometers.
- Operate personal computers for preparing reports and for performing workload and statistical analyses.
- Write procedure manuals.
- Communicate effectively, in English, both orally and in writing.

#### **EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in biology, chemistry, or one of the life sciences, **AND**, at least six (6) years of recent experience, within the last five (5) years, as a clinical laboratory scientist in a Medicare-approved laboratory performing a wide variety of tests including hematology, urinalysis, clinical chemistry and toxicology; at least two (2) years of the required experience must have been in a supervisory capacity; **OR**,
2. A Master's degree from an accredited college or university in chemistry, biology or one of the life sciences; **AND**, five (5) years of recent experience, within the last five (5) years, as a clinical laboratory scientist in a Medicare-approved laboratory performing a wide variety of tests including hematology, urinalysis, clinical chemistry and toxicology; at least two (2) years of the required experience must have been in a supervisory capacity.

**Note:** Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; **OR**, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

#### **SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

##### **License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Incumbents must possess a permanent California Clinical Laboratory Scientist license. It is desirable, but not mandatory, that applicants also possess a California Public Health Microbiologist certificate.

##### **Immunization:**

Applicants must be immunized against various communicable diseases including Hepatitis B and Rubella.

##### **Hazardous Conditions:**

Applicants work with specimens that may contain infectious agents including the Hepatitis B and HIV viruses.

##### **Background Investigation:**

Must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number, severity, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health Services programs that deal with patients and/or drugs will be subject to a background and security clearance.

